

Key Factors about Availability Reports (AVAILS)

Who needs an AVAIL?

Personnel in the Transient Pipeline include:

- Students – graduating from training that do not have a follow on transfer orders to their next assignment.
- Students – dropped from training.
- Placed in a limited duty (LIMDU) status or physical evaluation board (PEB) status.
- Returned to duty (RTD) from LIMDU status or found fit for duty (FFD) by the PEB.
- Become pregnant while onboard a transient activity.
- Disqualified for special duty.

Personnel not in the Transient Pipeline that require transfer prior to normal projected rotation date (PRD) include:

- Disqualified from special duties.
- Can no longer fill a billet onboard due to a rating conversion or becomes designated in a rating that is not used onboard.
- Becomes pregnant while onboard an operational unit/command.
- Command de-activation, homeport change, mission shift, etc.

PSD/PSD AFLOAT/CSD/Personnel Office

A Personnel Support Detachment is a large activity that services all shore commands for a particular base or bases, to include some operational commands, dependent on which commands needs PSD support. PSDs process all pay and personnel documents on a member.

A Customer Service Desk is supported by its PSD (Example: PSD North Island supports PSD Coronado and PSD Pensacola supports CSD Meridian). A CSD processes the pay and personnel documents that its PSD does not, dependent on what the CSD is responsible for processing and what is passed on to PSD to process instead.

A PSD Afloat normally services Navy Ships that do not have the ability to submit their own pay and personnel documents. Most Operational commands that are not a Navy ship are supported by their servicing PSD or CSD, therefore a PSD does not apply for such commands. Some operational commands that are not Navy ship process their own pay and personnel documents, therefore do not have an assigned PSD or CSD to do it.

The Personnel Office onboard Navy ships that process their own pay and personnel documents do not need PSD support. These are the larger class ships that have a Personnel Office that does the same as a PSD.

The same office that processes pay and personnel documents also submits an AVAIL on a member for assignment/reassignment when required in accordance with current directives.

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Commands with non-supported Personnel Support Detachments or Customer Service Desks (PSD/CSD) include:

All CVNs
USS FRANK CABLE (AS 40)
USS EMORY LAND (AS 39)
USS MOUNT WHITNEY (LCC 20)

AVAIL class used and submission method is dependent on reason member is available for transfer.

Fleet commands with supported PSD/CSDs:

Non-transient/non-school activity commands that do not process their own pay and personnel documents, will send AVAIL information using applicable means (e.g., TOPS, encrypted email, etc.) to their servicing PSD for appropriate AVAIL submission when a member requires assignment/reassignment prior to their normal projected rotation date (PRD) transfer schedule.

Rate, Name, L4SSN (don't put any part of SSN in subject line)
AVAIL class: See Availability Class Code - Definitions - Submission Methods in AVAILS Processing webpage. If still not sure about what class code to use, contact servicing PSD or Navy Personnel Command (PERS-40GG).
AVAIL rate: Rate member will be when reassigned (.e.g., approved conversion rate, frocked, designated rate, training path rate, etc.).
AVAIL UIC: Where member is while awaiting BUPERS orders. Normally the same unit identification code (UIC) that the member is permanently assigned to for pay and personnel purposes, regardless of whether in a temporary additional duty (TDY) status.
AVAIL date: Date member is available for transfer.
AVAIL Remarks: See applicable remarks in AVAILS Processing webpage.